Accident/Incident Reporting

In accordance with the College’s accident/incident reporting procedures, all accidents and incidents, irrespective of whether injury results should be reported using the College Accident/Incident Report form.

Following their attendance to a first aid emergency, first aider should:

1. **Complete a ‘First Aid Treatment’ card**
   First aiders providing treatment should record brief details of the care given on a ‘First Aid Treatment’ card, copies of which should be available in each first aid kit. Additional copies can be obtained from the College Health Centre, through the normal procedures for ordering supplies.

   First aid treatment cards should only be completed where treatment is actually provided. This would include physical contact with the casualty (e.g. supporting an injured limb, applying a bandage or dressing, cleaning a wound) and advice on action to be taken by the casualty (e.g. request to cough when choking). It would, however, not include situations where a person is supplied with a plaster to put on themselves, as no treatment has been provided. However, if in such situations the first aider feels that the wound should be cleaned or requires more than just a plaster, then they should advise the casualty accordingly and record this information on the treatment card.

2. **Assist with the completion of an Accident/Incident Report form**
   First aiders should support the completion of an accident/incident report form, as they will be able to provide such details as:
   - Date, time and location of the incident
   - Details of the injured party, including any injuries sustained
   - Information about the first aid provided
   - Any action taken to make the area safe.

For further information on accident/incident reporting, please contact the Health and Safety Officer (Estates).

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